20 April 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Records Officers Course

1. A meeting was held 17 April with representatives of RID █████████████████████████ Systems Group ████████████, and Training ███████ at Headquarters to discuss the continuation of the Records Officers Course into FY 1965.

2. ██████ opened the meeting with the statement that the ROC had been given seven times in FY 1964. He raised the questions:

    a. How many times should the ROC be given in FY 1965?

    b. Should the course be altered in such a way as to make it more appropriate for records officer nominees, rather than a general course for CS personnel on the CS records system as it now is?

    c. If such an adjustment is made will it affect the kinds of people now enrolling in the course?

    d. Will the Name Trace Course draw off some of the normal student load of the ROC?

3. The group agreed that the ROC should be scheduled for seven runnings in FY '65 with the understanding that the question will be reopened after several runnings of the Name Trace Course to see if the Name Trace Course is drawing off students who would normally attend the ROC.

4. ██████ promised to try to make some changes in the ROC schedule in line with giving practical exercises in the seven duties of the RO. He told the group that he would try to have some of these ideas ready by June.

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5. The group agreed that the enrollees of each course should be screened on Tuesday before each course to see if the level of the enrollees is too low. If such is the case, ███ will get in touch with ███████████████████ who will check out the group.

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6. ████████ revealed that the Name Trace Course probably will be one full week or two weeks part-time. CI Staff has set September for the probable beginning course.

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